

EFFECTIVE

November 1, 2019.

Subject(s)**APA 230, Travel and Employee Expense Reimbursement**

When a work assignment to the field will require more than one consecutive day's effort, an overnight stay is recommended for destinations 60 or more miles away from the employee's home and/or workstation, whichever is less. The decision to commute or stay overnight under these circumstances is left to the traveling employee's supervisor. If necessary, a cost comparison, listing all hotel, meals, and mileage expenses, can be done to determine the most cost-effective method as part of the basis for the decision. The cost comparison should be attached to the travel reimbursement request.

Reason: Policy clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APA 230](#)